



# RIDGEWAY ACADEMY

## PERSON SPECIFICATION – Head of Department

| CRITERIA                        | ESSENTIAL  | DESIRABLE  |
|---------------------------------|--|--|
| <b>QUALIFICATIONS</b>           | <ul style="list-style-type: none"> <li>▪ Good honours degree and QTS.</li> <li>▪</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Post graduate qualification</li> <li>▪ Recent CPD experience e.g. Leading from the Middle</li> <li>▪ Appropriate professional training or networking further to basic teaching qualification</li> </ul>                       |
| <b>KNOWLEDGE AND EXPERIENCE</b> | <ul style="list-style-type: none"> <li>▪ Substantial successful teaching experience across the 11-16 age</li> <li>▪ Significant middle leadership responsibility e.g. Head/Second in department or other relevant role</li> <li>▪ A proven track record of success of raising achievement</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Substantial successful teaching experience across the 11-18 age</li> <li>▪ Experience of teaching in more than one school</li> <li>▪ Pastoral experience e.g. as a form tutor</li> </ul>                                      |
| <b>SKILLS AND APTITUDES</b>     | <p>Knows about:</p> <ul style="list-style-type: none"> <li>▪ What great teaching and learning looks like</li> <li>▪ How to analyse and evaluate data to inform action and department development planning</li> <li>▪ Monitor and evaluate performance, through curricular quality assurance</li> <li>▪ Strategies to promote individual and team development</li> <li>▪ The relationship between managing performance, CPD and sustained departmental improvement</li> <li>▪ Assessment and Assessment for Learning</li> </ul> <p>Has:</p> <ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Excellent subject knowledge and awareness of current development</li> <li>▪ High expectations of students and the ability to ensure that all students' needs are met</li> <li>▪ The ability to build positive relationships with colleagues, students and parents</li> <li>▪ Good decision making skills</li> <li>▪ Good ICT skills</li> <li>▪ Ability to prioritise and use time</li> </ul> | <ul style="list-style-type: none"> <li>▪ Knowledge of different learning styles</li> <li>▪ Able to contribute to the writing and implementation of IEPs</li> <li>▪ Narrowing the gap for groups of students</li> <li>▪ Knowledge of wider curriculum issues</li> </ul> |

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|                                  | <p>effectively</p> <ul style="list-style-type: none"> <li>▪ Ability to lead, inspire, develop, manage and support a team of colleagues</li> <li>▪ The ability to raise standards of attainment and achievement within the subject area</li> <li>▪ Understanding current relevant educational issues/initiatives</li> </ul>  |  |
| <p><b>PERSONAL QUALITIES</b></p> | <p>Is committed to:</p> <ul style="list-style-type: none"> <li>▪ The raising of standards for all in the pursuit of excellence</li> <li>▪ The continuing learning of all members of the school community</li> <li>▪ Inclusion , equal opportunities and a willingness to promote spiritual, social, moral and cultural development</li> <li>▪ The developing and sustaining of a safe, secure and healthy school</li> <li>▪ Working in the close partnership with staff, parents and other professionals</li> </ul> <p>Possesses:</p> <ul style="list-style-type: none"> <li>▪ A commitment and passion for the improvement of teaching and learning</li> <li>▪ Resilience and tenacity</li> <li>▪ Stamina and drive</li> <li>▪ Integrity and loyalty</li> <li>▪ A good sense of humour</li> <li>▪ Commitment to professional development.</li> </ul> | <ul style="list-style-type: none"> <li>▪ A keenness for further professional development</li> <li>▪ Willingness to participate in whole school extra-curricular activities/events</li> </ul> |